



# LEECH LAKE BAND OF OJIBWE

*Faron Jackson, Sr., Chairman*  
*Arthur LaRose, Secretary-Treasurer*  
*Robbie Howe, District I Representative*  
*Steve White, District II Representative*  
*LeRoy Staples Fairbanks III, District III Representative*

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## One-Time Only 2021 Personal Leave Payout Policies and Procedures

As a result of the COVID-19 pandemic, there are many essential employees who were required to be at work every day and were unable to utilize their personal leave. Because this was out of their control, employees with an estimated amount of more than 240 personal leave hours available to them at the end of calendar year 2021 may be eligible to receive a one-time only payment for any personal leave hours in excess of 240 at their current rate of pay up to a maximum of 240 hours. This will apply to calendar year 2021 only. To be eligible for this payout, an employee must not have been on COVID-19 Administrative Leave other than isolation/quarantine, exposure, office closing, etc. at any time during calendar year 2021.

Beginning October 1, 2021 and ending December 30, 2021, eligible employees may submit a fully completed One-Time Only 2021 Personal Leave Payout Request form to the Payroll Department via email to [Karen.warme@llojibwe.net](mailto:Karen.warme@llojibwe.net) and [Erin.cash@llojibwe.net](mailto:Erin.cash@llojibwe.net) or fax to 218-335-3616. All request forms must be signed by both the employee's Division Director and Leech Lake Band of Ojibwe's Executive Director who have each verified that the employee is eligible for this payout. Personal leave payouts will be processed Fridays. Complete requests received by the Payroll Department by 12:00 pm on Friday will be processed that day and will be available to pick up from the Payroll Department at 4:00 pm. Requests received after 12:00 pm on Friday will be processed the following Friday.

Request forms must be fully completed and signed and received by the Payroll Department no later than 4:30 pm, Friday, December 30, 2021. Any forms not fully completed and signed or received after this time will not be processed.

Employees should make every effort to utilize their personal leave. Any request may be rejected by the Division Director or Executive Director if they feel the employee is not eligible for this payout or that they had ample time to use their personal leave.

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